

Template 1: Job roles

<p>The Strategic planner – CEO</p> <p>This role involves:</p> <ul style="list-style-type: none"> • Leading everyone in the group • Being one step ahead of team members • Time management • Keeping things on track and in order • Preventing group arguments • Working to help produce the final product/s 	<p>Designer</p> <p>This role involves:</p> <ul style="list-style-type: none"> • Deciding on how your product/s will look • Deciding on the dimensions and materials required to complete your product/s • Overseeing the entire designing and manufacturing process • Making sure the product/s are built to the exact specifications that you require
<p>Marketing / Advertising manager</p> <p>This role involves:</p> <ul style="list-style-type: none"> • Designing posters • Making the decisions on where the stall would be located, posters located, advertising etc • Managing the advertising spaces • Making the stall attractive for potential buyers 	<p>Accountant</p> <p>This role involves:</p> <ul style="list-style-type: none"> • Keeping financial records such as a cash book for the venture • Paying wages to team members • Safely storing all financial records, bank receipts and warehouse receipts • Banking money from sales • Advising team members if the business is running out of money
<p>Communications manager</p> <p>This role involves:</p> <ul style="list-style-type: none"> • Being the spokesperson for the group • Writing any correspondence on behalf of the group, e.g. suggestion for new rules for the classroom • Taking photos of steps 	<p>Purchasing officer</p> <p>This role involves:</p> <ul style="list-style-type: none"> • Deciding on the resources to use with the design manager and other team members • Writing out the resource order form and getting it to the warehouse on time • Storing venture resources so they are safe between PrEP sessions